

TN Tower Move



Review, Recycle & Scan files

Be aware of Records Disposition Authorizations (RDAs); Securely dispose of files; See Records Management and Quality Assurance Director for assistance

Personal Items

Take home all personal items prior to move date; Personal items are the employees responsibility during the move

Pack It Up

All items moving must be packed by moving date; more information coming soon

Surplus

Contact David Adams for surplus items